

ELECTRICAL INSPECTOR I

GENERAL RESPONSIBILITIES

Conducts electrical inspections in accordance with the National Electrical Code and related codes as adopted in Carroll County. Perform residential building inspections as needed.

ESSENTIAL TASKS include the following, other duties may be assigned.

1. Interpret and apply current National Electric Code and related codes as adopted in Carroll County
2. Perform inspections, read plans and compile reports as required by management or government agencies
3. Research new products and analyze varied construction practices and techniques to ensure compliance with adopted electrical codes
4. Investigate properties regarding complaints of illegal construction
5. Determine work procedures, prepare work schedules, and expedite workflow
6. Consult legal counsel to ensure policies, procedures, and practices comply with Federal, State, and local laws
7. Study, develop and standardize procedures and policies to improve efficiency and ensure sound management practices
8. Perform related duties as to specific assignments
9. Any employee may be identified as Essential Personnel during emergency situations
10. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
11. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)
2. Eight years related experience, including reading electrical schematics *

* A comparable amount of training and experience may be substituted for the minimum qualifications.

REQUIRED SPECIAL LICENSE OR CERTIFICATION

1. Maryland State or County Master Electrical License
2. Nationally recognized Residential Electrical Inspector Certificate (or must obtain within 6 months)
3. Valid driver's license

KNOWLEDGE, SKILLS AND ABILITIES

1. Read, analyze, and interpret information, policies, and legal documents
2. Respond to inquiries or complaints from employees, citizens, members of the business

- community, or regulatory agencies
3. Write policies, reports, speeches, correspondence, procedures, and other required documentation
 4. Define problems, collect data, establish facts and draw valid conclusions
 5. Apply mathematical concepts such as statistical analysis and inference and mathematical calculations such as percentages to practical situations
 6. Use computer software programs and/or other applications